The Responsibility for Safety Belongs to Everyone

The Chemistry Department has implemented numerous procedures and policies to ensure the health and safety of students, faculty, and staff. This brochure provides specific information concerning our departmental regulations.

The ACS pamphlet “Safety in Academic Chemistry Laboratories” provides additional safety guidelines and addresses the specific hazards found in academic laboratories with information on laboratory protocol and recommended techniques. This booklet is required reading for Chemistry department TAs, RAs and SAs.

In addition, all university lab employees must be trained on the Hazard Communication Standard and the campus Chemical Hygiene Plan (CHP). The university EH&S office will provide this training. The Chemical Hygiene Plan is available at the MSDS Workstation, in the Chemistry department office, and from the web at:

http://www.cwu.edu/facility/environmental-health-and-safety-general-information

To complete training—new TAs, RAs and SAs must take the department safety quiz online at:

http://www.cwu.edu/chemistry/safety-training-safety-quiz

Your Safety Resources are:

- your instructor,
- the department faculty,
- the department safety representative
  Ian Seiler - SCI 315, 963-1307,
- the stockroom manager
  Tony Brown –SCI 303, 963-1303,
- the CWU Environmental Health and Safety Department
  James Hudson – 963-2338.

Books for Additional Information

- Prudent Practices for Handling Hazardous Chemicals; National Academy of Sciences
- Safety in the Chemical Laboratory; Reprints from the Journal of Chemical Education
- Understanding Chemical Hazards: A Guide for Students; American Chemical Society

Safety Resources on the Web

The site has department policies, emergency procedures, safety tools and links and extensive MSDS info. Chemistry Safety on the Web is located at:

http://www.cwu.edu/chemistry/safety-training-safety-quiz

The required safety quiz is also linked to this page.
**Know the Department Safety Rules**

- Wear department approved safety goggles at all times in student labs. Do not remove plastic vent covers from goggles. Research assistants should discuss appropriate eye protection with their research advisor.
- Wear appropriate clothing – covering from the neck to the toes. Lab coats are required.
- Wear shoes at all times – sandals and open toed shoes are not allowed.
- Long hair should be tied back.
- Do not eat, drink, or store food in labs.
- Wash hands after working with chemicals even if gloves were worn.
- Use of tobacco products is prohibited.
- No horseplay or running. Keep aisles clear. When not in use push lab stools against benches.
- NO music / iPods allowed in teaching labs.
- Do not allow students to deviate from the written procedure without approval from the lab instructor.
- Musical instruments should be used for entertainment only – no internet surfing or checking email. Do not download programs without permission from the research professor.

**Primary Containers**

- The product identifier used on SDS.
- The name, address and emergency phone number of the company that made the chemical.
- Signal words as appropriate.
- Hazard statements as appropriate.
- Pictograms.

Detailed information on hazardous chemical labeling can be found on the department web page under Laboratory safety.

**Secondary Containers**

- Are color coded for hazard identification according to JT Baker SAF-T-DATA™ format as follows:
  - Minimal Hazard
  - Reactivity Hazard
  - Health Hazard
  - Incompatible with other yellows
  - Contact Hazard
  - Flammability Hazard
  - Incompatible with other whites
  - Incompatible with other reds

**Plan Ahead**

- Locate the safety showers, eyewashes, spill kits, First Aid drawer, gas shutoffs, and telephones.

- Read the lab experiments **BEFORE** your pre-review session with instructors.

- Follow the lab experiment exactly. Do not allow students to deviate from the written procedure without approval from the lab instructor.

- Review the SDSs for the chemicals you will be using. Binders are located at the SDS Workstation outside Rm 311 and in all research labs. Do not remove SDSs from binders, bring the binder to the Chemistry office for a copy.

- Understand the container labeling system.

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**Safety Begins With YOU!**

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**Safety Always!**

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**Power Outage**

- Await instructions. If power is not restored in 15 min., begin shutting down lab, put all chemicals away. Turn off gas and electrical equipment.

**Fire Alarm Sounds**

- Indicates imminent danger. Close chemical containers, shut off gas and electricity, exit from labs down stairwell – do not use elevators. Your instructor will provide specific information concerning the remainder of the lab and re-entry into the building. Assemble with the department on the lawn on the north side of the Japanese Gardens. **DO NOT CLEAN UP OR PUT THINGS AWAY - EVACUATE IMMEDIATELY!**

**Spill**

- Assess the situation and notify instructor. Small low level hazard spills can be cleaned up using the spill kit in the prep room. If spill is flammable, shut gas off. If any chemical is spilled on the skin or splashed in the eyes, flush the affected area with water for 15 min. Remove all jewelry and contaminated clothing.

**Glass Breakage**

- Put broken glass in the Broken Glass Container – not in the trashcan. Have the student fill out a breakage slip and place it the box in the prep room. Use the mercury spill kit to clean up thermometer – do not put them in the trashcan.

**Personal Injuries**

- First Aid drawers are located in each lab. ONLY instructors should provide First Aid. Minor injuries may be treated as follow:
  - Cuts – Rinse with water. Provide Band-Aids if needed.
  - Thermal Burns – Flush with cold water. Do not cover.
  - Chemical Burns – Flush for 15 min. using sink, shower, or eyewash.

**Fill out an Accident Report for ALL injuries.**